

*At Lady Manners School we strive to attain the highest standards in our work, have respect for others and develop our individual talents.*



Founded 1636 by Grace, Lady Manners  
Lady Manners School

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Site Supervisor
<b>MEMBER OF STAFF:</b>	Vacancy
<b>GRADE:</b>	5
<b>RESPONSIBLE FOR:</b>	N/A
<b>RESPONSIBLE TO:</b>	Assistant Site Manager

### **OVERALL RESPONSIBILITY:**

To maintain the buildings and grounds of the school to the standard required by the Assistant Site Manager to ensure that the school's premises are safe, secure and clean.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

#### **Buildings**

1. Unlock the premises and ensure they are ready for use.
2. Be observant of any actual or potential hazards/defects on the school site and rectify or report to the Assistant Site Manager as soon as possible.
3. Service lettings (during weekend working) in respect of heating, lighting, unlocking and locking and ensure that requested items of furniture/equipment are set out and cleared away.
4. Carry out routine maintenance of the school site to ensure a clean, serviceable education environment. This will include decorating and painting (e.g. touching up areas), joinery (e.g. erecting shelves etc.), plumbing (e.g. re-washing taps etc.), internal glazing (e.g. remedial action after breakages).
5. Undertake the movement of items (furniture, equipment, food etc.) within the school, including the setting up of rooms.
6. Service light fittings, replace tubes, bulbs, starters, fuses etc. and clean diffusers annually.
7. Be fully conversant with the running/maintenance of the heating, plumbing, electrics, fire and burglar alarms systems, alerting the Assistant Site Manager to any defects.
8. Undertake Portable Appliance Testing of equipment.
9. Deep-clean classrooms, halls, corridors, toilets and other areas during holiday periods, including the in-depth maintenance and sealing of floors and cleaning of windows.
10. Other cleaning duties if required due to staff shortage and emergencies.
11. Lock and secure all doors, windows and gates, and set all alarms when the premises are vacated at night, weekends and holidays, when required.
12. Make occasional tours of the site during closure periods to enhance security.
13. Liaise with contractors working on the school site.
14. Erect tower scaffolding to service equipment or to give access to contractors.

15. Provide assistance during crisis situations e.g. flooding, snow, damage, burglar alarms, heating failure etc. and to liaise with the emergency services as appropriate.

### **Grounds**

1. Mow grassed areas using hand operated machinery to a safe standard, while maintaining awareness of other service users.
2. Maintenance of borders and bedding, tending flower and shrub beds, planting and pruning.
3. Hedge cutting using hand held machinery to a safe standard, while maintaining awareness of other service users.
4. Apply herbicide (Glyphosate) using a knapsack sprayer on hard standing areas (e.g. paths, drives, steps) to control weed growth.
5. Sweep and clear leaves and other garden debris.
6. Pick up litter around the site, empty bins, and clear gullies and drain covers of debris.
7. Ensure the skip areas are safe and tidy to deter pests and vermin.
8. Carry out minor improvement and maintenance of external areas to ensure a safe environment.
9. Prepare sports pitches including erection and painting of posts, erection of nets, and marking out of courts, boundaries and pitches. This will include the initial laying of sports pitches and over-marking.
10. Basic repair and overhaul of grounds equipment including mowers, hedge-trimmers, power-spraying and line-marking machines.
11. Check of all equipment regularly, keep records of such checks and inform the Assistant Site Manager of any defects.
12. Clean equipment after use, and particularly for seasonal storage.
13. Carry out risk assessments of external areas and visual inspections, ensuring that defects are reported to the Assistant Site Manager.
14. Grit and clear snow on paths, driveways and car parks areas to minimize slipping hazards. Make regular checks and re-grit/re-clear where necessary.
15. Monitor stock levels of consumable items such as fuel, grit, paint etc. and inform the Assistant Site Manager in good time to ensure stocks are maintained.

### **GENERAL DUTIES AND RESPONSIBILITIES:**

1. Undertake training and development activities relevant to the position.
2. Co-operate with the school in complying with relevant health and safety legislation, policies and procedures.
3. Carry out the duties and responsibilities of the post in compliance with the school's equal opportunities policy.
4. Support the aims and ethos of the school.
5. Maintain confidentiality and observe data protection and associated guidelines where appropriate.
6. Maintain an awareness of Safeguarding Children and Safer Working Practice.
7. Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

## PERSON SPECIFICATION

	Essential or Desirable
<b>Experience:</b>	
Working in a premises, caretaking or grounds maintenance role	Essential
Working in a team	Essential
Carrying out buildings/grounds maintenance tasks (e.g. decorating, lawn mowing)	Essential
Basic administrative experience (e.g. keeping accurate records)	Essential
Minor repairs of equipment and machinery	Desirable
Working with children/young people	Desirable
<b>Qualifications:</b>	
Good standard of education at GCSE or equivalent	Essential
Evidence of continuing professional development	Desirable
5 GCSEs grade C+ including English and Mathematics	Desirable
Safe use of pesticides/knapsack sprayer (PA1 & PA6) or equivalent *	Desirable
DATA Woodworking Machinery qualification or equivalent *	Desirable
PASMA Mobile Access Tower or equivalent *	Desirable
City & Guilds 2377 In-service Inspection and Testing of Electrical Equipment or equivalent *	Desirable
Emergency First Aid at Work *	Desirable
Health and safety-related qualification	Desirable
<b>Knowledge:</b>	
Understanding of the importance of safeguarding children and of safer working practice	Essential
Building and Grounds Maintenance techniques	Essential
Health and Safety practices	Essential
Risk Assessments	Desirable
COSHH	Desirable

Procedures for manual handling	Desirable
Procedures for working at height	Desirable
Behaviour management techniques	Desirable
<b>Skills:</b>	
First line maintenance skills in decorating, joinery, plumbing and glazing	Essential
Ability to recognise the need for and maintain a high degree of confidentiality	Essential
Ability to relate to teachers, other professionals, parents and students	Essential
Ability to work as part of a team and on own initiative	Essential
Ability to work calmly and professionally under pressure	Essential
Attention to detail	Essential
Ability to organise and prioritise work effectively and to deadlines	Essential
Good communication skills	Essential
<b>Attitudes and Values:</b>	
Commitment to school improvement and raising achievement for all students	Essential
Ability to form and maintain appropriate relationships and personal boundaries with young people	Essential
Takes responsibility and understands accountability	Essential
Committed to the needs of the students, parents and other stakeholders	Essential
Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations	Essential
Adaptable to change	Essential
Ability to relate to and promote the school ethos	Essential
<b>Other:</b>	
Willing to self-improve / attend training	Essential
*It will be necessary to undertake training to achieve these qualifications once in post if not already held.	

*The post-holder must be prepared to carry out additional duties which may reasonably be required by the Headteacher. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.*